



**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
COMMUNICATION & OUTREACH SECTION
PERMANENT/FULL-TIME
MONTHLY SALARY: \$4,255 – 5,172
FINAL FILING DATE: Until Filled**

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State. The Restitution Recovery and Accounting Division ensures restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

POSITION SUMMARY:

Under the direction of the Information Officer II, the Associate Governmental Program Analyst (AGPA) in the Communication and Outreach Section performs analytical staff services assignments with a communications and outreach emphasis. The Communication and Outreach Section AGPA, hereafter referred to as a "Communications Analyst," is responsible for carrying out a diverse array of communications and outreach projects as part of a comprehensive program to inform the public and stakeholders about the programs and activities of the VCGCB. The Communications Analyst is responsible for internal and external publications, Web site content development, and performing a variety of technical analytical staff services assignments associated with government agency public affairs.

Public Contact

During the course of work, the incumbent will have contact with State and Legislative Officials, VCGCB stakeholder groups, victim service providers, special interest groups and associations, communications product vendors, and the public.

Initiative and Independence of Action

This position requires creativity and initiative in finding solutions to problems and accomplishing work related to communications and outreach. The position also requires the ability to effectively carry out a variety of duties contributing to the success of the programs of the Board and its mission and goals. It requires proper judgment and an accurate assessment of the significance of situations and activities.

ESSENTIAL FUNCTIONS

Plans, reports, writes, edits, provides photography for, assists in layout and design of, coordinates production of, and coordinates distribution of, internal and external publications, including brochures, pamphlets, posters, newsletters and Web site content. Conducts periodic reviews of internal and external publications to ensure accuracy.

Assists in planning, coordinating and staffing outreach events and activities and the development and maintenance of exhibit, display and other outreach media. Assist in the development and maintenance of outreach event calendars and briefing materials for outreach participants.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **



ESSENTIAL FUNCTIONS continued

Supports response to Public Records Act requests, including analyzing records, logging requests, communicating with requestors and drafting response correspondence, to ensure that such requests are processed within legal guidelines.

Serves as backup coordinator for, and provides support, as needed, on California State Employees Charitable Campaign projects, including correspondence and other communications with applicants.

Provides analytical support on communications and outreach projects and conducts research as needed, including analysis of media coverage, research and assessment of advertising campaign effectiveness, and development and maintenance of stakeholder contact mail and e-mail lists.

Desirable Qualifications

- Strong writing skills, with a demonstrated ability to synthesize complex issues, to prepare complicated correspondence, and to meet tight deadlines.
- Ability to plan, draft, edit and format general layout of informational materials and oversee their distribution through the common array of communications media, including electronic media, print media and multimedia.
- Ability to handle multiple publications projects and deadlines simultaneously, and maintain strong working relationships with the Communications and Outreach Section, Program and Executive staff assisting in the development and review of content for publications.
- Ability to facilitate outreach campaigns promoting the Victim Compensation Program and other VCGCB initiatives, through public service advertising in a variety of media and multimedia, including DVD video, TV, radio, print and the Internet.
- Ability to promote the VCGCB directly through public speaking, making presentations and staffing exhibit booths, including at community group meetings, association conferences, stakeholder conferences and other events.
- Demonstrated ability to use standard communications and publications software, including Microsoft Word; Microsoft PowerPoint; Adobe Acrobat; Adobe InDesign (Pagemaker); and Adobe Photoshop.
- Experience with digital photography, including the ability to take photographs suitable for publication, and to process and manage digital photos.
- Ability to develop, maintain and send correspondence to stakeholder contact lists, including merging correspondence with mailing lists and sending electronic mail to e-mail lists.
- Ability to execute statutory responsibilities under the Public Records Act and Information Practices Act, and to respond efficiently to multiple requests for public records.
- Ability to apply creative strategies in public education and outreach efforts.
- Ability to gain the confidence and respect of persons contacted in the course of work.

The VCGCB is located at 400 R Street in an updated building which includes new furniture, carpeting, paint, break/lunch rooms with lots of amenities (i.e., refrigerators, microwaves, toasters, and coffee pots). We are conveniently close to restaurants, shopping, highway, bus routes, light rail, a four story parking garage right next door and parking meters located directly in front of the building.

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WHO MAY APPLY:

Candidates currently in this classification, with transfer eligibility to this classification, in a reachable rank on an employment list for this classification, or have reinstatement eligibility to this classification. SROA and Surplus candidates are encouraged to apply. **Candidates must submit a State Application (STD. 678) form accompanied by a current resume and cover letter explaining their eligibility and interest in the position.** Please include RPA #07-182-LPAD on the State Application. Applications will be screened for the most qualified candidates and interviews may be conducted.

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Angela Ramirez/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805

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